

OFFICIAL COURT REPORTER

Salary Range: \$67,394 - \$81,157**

THE POSITION

The United States District Court for the Western District of Pennsylvania is accepting applications for the position of an Official Court Reporter with an official duty station in Johnstown, Pennsylvania. The Johnstown Division consists of one district judge and one part-time magistrate judge. The Official Court Reporter records court proceedings in court and in chambers for the judge and magistrate judge. The reporter produces transcripts requested by a judge or the parties and files a copy of the transcript with the clerk of court.

EMPLOYMENT BENEFITS

- 10 paid federal holidays
- 13 days paid vacation for first 3 years
- 20 days paid vacation after 3 years
- 26 days paid vacation after 15 years
- Optional medical coverage
- Optional life insurance
- Long-term care & disability options
- Retirement program
- Thrift Savings Plan
- Pre-tax medical and childcare accounts
- Pre-tax commuter & transportation accounts

MINIMUM QUALIFICATIONS

Applicants must possess as a minimum at least four years of prime court reporting experience in the free lance field of service or in other courts or a combination thereof, and have qualified by testing for listing on the registry of professional reporters of the National Court Reporters Association or passed an equivalent qualifying examination. The applicant need not be certified in Realtime Reporting at the time of hire, however, the applicant chosen will be required to be **certified in Realtime Reporting** within two years of employment.

** Salary is determined by Realtime Reporting Certification and federal court reporting experience

**The Court is an
Equal Opportunity Employer**

HOW TO APPLY

Applicants must submit an original and one copy of a cover letter, current resume and valid certificates to:

Robert V. Barth, Jr., Clerk of Court
U.S. District Court
P.O. Box 1805
Pittsburgh, Pennsylvania 15230
Attn: Personnel
Court Reporter Vacancy

Location of position: Johnstown, PA

APPLICATION DEADLINE

Resumes must be received by 4:30 p.m. on Wednesday, July 25, 2007. The chosen applicant must be available to begin employment on September 4, 2007.

**ANNOUNCEMENT #: 07- 03
DATE POSTED: July 16, 2007**

THE COURT

The United States District Court for the Western District of Pennsylvania covers a twenty-five county area and maintains offices in Pittsburgh, Erie, and Johnstown, Pennsylvania.

The Court is authorized ten active district judges, five full-time magistrate judges and one part-time magistrate judge.

The Clerk's Office has a compliment of sixty-four and our staff has a reputation for timely and courteous service to litigants and the public.



United States District Court
Western District of Pennsylvania
Seventh Avenue and Grant Street
Pittsburgh, Pennsylvania 15219

POSITION

VACANCY

**OFFICIAL
COURT REPORTER**

